

**UCONN HEALTH CENTER
JOB OPPORTUNITY
MEDICAL RECORDS CLERK
CORRECTIONAL MANAGED HEALTH CARE – CORRIGAN/RADGOWSKI CI**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: THIS POSITION REQUIRES THAT A CANDIDATE TO BE CURRENTLY ON THE CONNECTICUT STATE EXAM LIST FOR MEDICAL RECORDS CLERK OR TO BE CURRENTLY EMPLOYED AT A STATE OF CONNECTICUT AGENCY AS A MEDICAL CLERK.

Location: Uncasville CT (Corrigan/Radgowski CI)

Job Posting No: 2016-623

Hours: Monday - Friday; 8:00 am – 4:30 pm (30 minute unpaid meal break)

Salary: Full Time Equivalent Salary: \$40,901

Closing Date: Open Until Filled

In the Correctional Managed Health Care Program, this class is accountable for the typing, processing and maintenance of inmate files and for the monitoring of documentation deadlines.

Knowledge, Skills and Abilities: Incumbents in this class must possess considerable knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to follow written and oral instructions.

General Experience: Two (2) years' clerical experience.

Special Experience: One (1) year of the general experience must have been in a medical or psychiatric environment as appropriate to the position.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment. Qualified candidates must already be employed by the State of Connecticut as a medical records clerk or have taken, passed and be listed on the current State of CT exam list for Medical Records Clerk.

Examples of Duties: Incumbents type medical forms, reports and summaries from rough copy or dictating machine; check all documentation for correct patient name and number, completion of data and authorized signature; perform routine coding of information supplied by physicians and translated according to comprehensive reference guidelines; file paperwork in chronological order within appropriate section of patient folders; maintain physical folders and contents; maintain patient rosters for different disciplines (psychiatric, nursing, social work, rehabilitation, treatment plans) and note whether reports have been filed at required intervals; may schedule patient appointments; perform related duties as required.

Working Conditions: Incumbents in this class may be required to lift/restrain inmates and may be exposed to disagreeable conditions, communicable/infectious diseases and risk of injury from assaultive/abusive inmates; will be required to travel.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should apply at website: [UConn Health](http://UConnHealth.com) and reference 2016-623. Cover letter, resume and references may be uploaded at the time you apply on line.

**UNCONN HEALTH
16 MUNSON RD
FARMINGTON CT 06034-4035**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.